

**Republic of the Philippines**  
**Department of Trade and Industry**  
**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

**Solicitation No.: CITEM-2020-0054**

**NOTICE TO CONDUCT PROCUREMENT OF GOODS  
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING  
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this Notice for:

**HIRING OF ENGLISH-SPEAKING STAND ASSISTANT FOR THE  
PHILIPPINE PARTICIPATION IN CHOCOA 2020**

**Approved Budget: EUR 1,000.00 OR PHP 60,000.00**

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).



**ATTY. ANNA GRACE I. MARPURI**  
Chairman, CITEM-BAC



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Date: 12-Feb-2020  
 RFQ No: 2020-0054

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed and stamped in an envelope and submitted to CITEM BAC.

Schedule of Opening of Bids: 18 February 2020 Venue: Meeting Room 1 Time: 2:00 PM

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>HIRING OF ENGLISH SPEAKING STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN CHOCOA 2020</b>		
		<i>Date: 20-23 February 2020</i>		
		<i>Time: 9:00am to 6:00pm</i>		
		<i>Venue: Beurs Van Berlage, Amsterdam, Netherlands</i>		
		<b>Scope of work:</b>		
		1. Assist on the on-site project officer and exhibitors		
		2. Collect business cards of visiting buyers and visitors		
		3. Serve as an usher during the Talks and Tasting slot in 23 February 2020		
		4. Help in the distribution of hot choco, chocolates and other samples		
		5. Any tasks required by the on-site officer		
		<b>APPROVED BUDGET FOR THE CONTRACT: EUR 1,000.00 OR PHP 60,000.00</b>		
		<b>DEADLINE FOR SUBMISSION OF QUOTATION: <u>17 February 2020, 05:00PM</u></b>		

**Terms and Conditions:**

- 1.) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 3.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

  
**ATTY. ANNA GRACE I. MARPURI**  
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/We have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

\_\_\_\_\_  
 Date Submitted

\_\_\_\_\_  
 Signature over printed name of the Authorized Company Representative

Designation: \_\_\_\_\_

Telephone no.(s): \_\_\_\_\_